

☐ UNCLASSIFIED☐ INTERNAL USE ONLY☐ CONFIDENTIAL☐ SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Classification and Portion Marking Workshop

25X1

FROM:

Executive Assistant, OC

EXTENSION

NO.

OC M80-191

25X1

DATE

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Records Management Division, ISS/DDA

2. 5B2828 Headquarters

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OC M80-19/  
17 MAR 1980

MEMORANDUM FOR: Chief, Records Management Division, ISS/DDA

25X1

FROM:

[redacted]  
Executive Assistant, OC

SUBJECT: Classification and Portion Marking  
Workshop [redacted]

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1. As discussed in a recent meeting between representatives of our respective Offices, the Office of Communications desires that a classification and portion marking workshop be conducted at [redacted] by the Information Services Staff. The objectives of this exercise will be two-fold: (1) to ensure OC's conformity with the Organization's overall effort to comply with Executive Order 12065; and, (2) to answer specific questions concerning the use of Agency Classification Guides - in particular - the DDA Guide. [redacted]

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2. In preparation for such a workshop, OC Divisions and Staffs have been asked to designate one or two individuals to participate in the meeting(s). These personnel will then act as focal points for their immediate offices in addressing questions pertaining to classification and portion marking. We anticipate that approximately [redacted] OC personnel will attend the workshop. [redacted]

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3. Included as an attachment to this correspondence is a brief list of questions and comments regarding the topics of classification and portion marking. It is anticipated that the workshop exercise will produce more questions on the subjects; however, you may wish to review those items provided in order to establish a flavor for those uncertainties involved, and to prepare appropriate responses. [redacted]

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SUBJECT: Classification and Portion Marking Workshop ☐

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4. Also attached for your consideration are copies of OC Notices, OC Field Notices, and previous correspondence to your Division on the subject of classification and portion marking. ☐

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5. Please contact the undersigned on secure extension ☐ to establish a date, or dates, convenient for the workshop to be held and to work out any other necessary details. Your assistance in this effort is appreciated. ☐

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Attachments:  
As Stated

C O N F I D E N T I A L

ATTACHMENT A TO  
OC M80-191

QUESTIONS AND COMMENTS FOR DDA/ISS-OC CLASSIFICATION WORKSHOP:

1. Duration times: When using source documents (derivative guides), should the duration time for review be the same as the source documents' - but 6, 20 or 30 years later? I.E., DDA Classification Guide is dated 27 November 1978; a document originated 01 March 1980 with a six-year review would show a 27 November 1984 review date. Is this interpretation correct? ☐ 25X1

2. The general consensus within one OC Division is that too much is left to individual or Office interpretation. This could be obviated by publishing a very explicit document, similar to the DDA Classification Guide, dealing strictly with OC-related correspondence. ☐ 25X1

3. In many cases, over-classification occurs because the DDA Classification Guide categories are too broad. An example is A9c2.1 regarding network, circuitry, training, communications services, etc., which dictates a classification of SECRET. This category could be broken down further, allowing a classification of CONFIDENTIAL when information deals only with a single circuit or similar, non-sensitive information. ☐ 25X1

4. It is recommended that an expanded index with more detail be considered. Infrequent users of the Classification Guide(s) should find this helpful. ☐ 25X1

5. An explanation is needed as to how otherwise unclassified correspondence, which may possibly be coordinated by personnel under cover, should be classified by the originator. ☐ 25X1

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C O N F I D E N T I A L

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OC M79-814  
17 December 1979

MEMORANDUM FOR: Director of Communications

25X1

FROM:

[redacted]  
Executive Assistant, OC

25X1

SUBJECT: Classification Portion Marking [redacted]

REFERENCES:

A. [redacted] Agency Information Security  
Program Handbook

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B. [redacted] Correspondence Handbook

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1. OC representatives met on 05 December 1979 to discuss classification portion markings on Office of Communications correspondence and documents. Reference A., paragraph 12b(2)(d), requires that the identification of each source be marked on the "Record Copy" when "Multiple" classification levels are used on a specific document. Experience has shown that several copies of a document may acquire record status because each serves a separate program purpose depending on the subjective matter. [redacted]

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2. With the advent of the micrographics program, cost of reproduction, and original document preparation the following is submitted for consideration and approval:

a. An OC Notice be issued stating all copies of documents and correspondence requiring multiple classification levels will be marked with the appropriate source following the classification designation at the end of each paragraph, (i.e., paragraph. [redacted])

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b. A waiver be requested from the Information Security Oversight Office to exempt this procedure for communications prepared in One Time Pad systems.

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SUBJECT: Classification Portion Marking ☐

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c. Request the Information Services Staff, DDA, revise Reference B. to reflect paragraph portion marking when multiple classification levels are used. ☐

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3. These procedures comply with the intent of E.O. 12065 and should facilitate declassification review of information. ☐

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APPROVED:

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Director of Communications

12-18-79  
Date

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00-1179-063  
29 JAN 1980

MEMORANDUM FOR: Records Management Division, DDA/ISS

STAT

FROM :   
Director of Communications

SUBJECT : Classification Portion Markings

STAT

REFERENCE :  Correspondence Handbook

1. The Office of Communications is implementing the following procedure in regard to classification portion markings on documents when multiple classification levels and sources are used:

All copies of documents and correspondence requiring multiple classification levels will be marked with the appropriate source following the classification designation at the end of each paragraph. (e.g., paragraph. )

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2. This procedure is being implemented to ensure that any copy of a document designated as a Record Copy will contain the appropriate portion markings as required per  Several copies of a document may attain record status since each may serve a different program purpose depending upon the subject matter. This procedure will also be a more cost-effective measure in that the classification level and sources will be placed on the document during the initial preparation. This will save having to insert the classification source if a copy is later given record status, and will ensure that all paper copies reproduced from microfiche will contain the classification levels and sources.

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3. In complying with the intent of uniform classification procedures and the desire for standardization in the preparation of correspondence, it is recommended that these procedures be incorporated in the next revision of  We believe declassification and review of records would be less difficult if both incoming and outgoing correspondence contain the reason(s) for each classification decision.

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Director of Communications

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28 January 1980

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OFFICE OF COMMUNICATIONS NOTICE NO.

SUBJECT: Classification Procedures for Documents Containing Multiple Classification Sources. STAT

REFERENCE: A.  Agency Information Security Handbook  
B. Executive Order 12065, National Security Information  
C.  23 April 1979 STAT

1. The record copy of a document requires specific portion marking when multiple classification levels (Top Secret, Secret, Confidential) or sources are used. Experience has shown that several copies of a document may acquire record status because each serves a separate program purpose depending on the subjective matter.

2. To facilitate declassification review, and to comply with the intent of Executive Order 12065, the Office of Communications will implement the following 04 February 1980.

a. Each copy of correspondence and documents originated using multiple classification levels and sources will contain the appropriate classification designation and authority immediately following the portion classified.

EXAMPLE:

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1. ....(end of paragraph)
2. ....(end of paragraph)
3. ....(end of paragraph)

b. The first page of each document will contain the classification authority typed or stamped in the lower right hand corner with the following information:

DERIVATIVE CL BY \_\_\_\_\_ (1)  
DECL REVW ON \_\_\_\_\_ (2)  
DERIVED FROM \_\_\_\_\_ (3)

ADMINISTRATIVE - INTERNAL USE ONLY

- (1) Employee classifying number.
- (2) Declassified or Review data (when multiple classification levels and sources are used, insert the latest date or event.)
- (3) Derived from - Insert multiple when more than one classification source is used in the document.

3. The Information Services Staff, DDA, has been requested to revise  Correspondence Handbook accordingly. STAT

4. The Information Control Branch, SSD, will review all OC documents to ensure conformity with the classification and duration levels of the Directorate of Administration Classification Guide (DACG). Documents not bearing appropriate markings will be brought to the attention of the OC Executive Assistant for return to the classifying officer.

5. OC-SSD/ICB will provide assistance and guidance to OC components in the implementation of portion markings.

Director of Communications ✓

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Distribution: 2

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30 January 1980

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OC FIELD NOTICE

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SUBJECT: Classification Procedures for OC Field Correspondence  
Containing Multiple Classification Sources.

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REFERENCE:  Classification Guide

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1. Executive Order 12065 and implementing instructions require, when multiple classification levels and sources are used within a document, that the Organization's record copy identify each portion with the proper classification level and source. Experience has shown that several copies of a document may acquire record status because each serves a different program purpose depending on the subjective matter.

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2. To facilitate declassification review, and to comply with the intent of Executive Order 12065, all OC field stations will implement the following upon receipt of this notice:

a. Each copy of correspondence and documents originated using multiple classification levels and sources will contain the appropriate classification designation and authority immediately following the portion classified.

EXAMPLE:

1. ....(end of paragraph)
2. ....(end of paragraph).
3. ....(end of paragraph)

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b. The first page of each document will contain the classification authority typed or stamped in the lower right hand corner with the following information:

DERIVATIVE CL BY \_\_\_\_\_ (1)  
DECL REVW ON \_\_\_\_\_ (2)  
DERIVED FROM \_\_\_\_\_ (3)

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- (1) Employee number of classifier.
- (2) Declassified or Review data (when multiple classification levels and sources are used, insert the latest date or event.)
- (3) Derived from - Insert multiple when more 25X1 than one classification source is used in the document. ☐

  
Director of Communications

Distribution: A, A(1), B, B(1)

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19 October 1979

OC FIELD NOTICE

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SUBJECT: Classification Decisions

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1. The Office of Communications has just completed a survey requested by the Information Security Oversight Office. The purpose of this survey was to monitor the Organizations' compliance with Executive Order 12065. The survey requested the number of original and derivative classification decisions made during a specific period.

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2. A number of discrepancies were noted in documents received from overseas (e.g., original classified documents that should have been derivatively classified, documents received without original or derivative classification authority, duration, or classifying officer indicated on the document).

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3. All areas are requested to review their classification procedures for adherence to the  Classification Guide.

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Director of Communications

Distribution: A

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14 September 1979

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OFFICE OF COMMUNICATIONS NOTICE

SUBJECT: Survey of Classification Decisions

1. The Director of the Information Security Oversight Office has asked CIA to report on its compliance with Executive Order 12065.

2. One section of the report will require CIA statistics on the number of classification decisions made during the period 22 - 28 September 1979. A count of classified documents originated by OC during this period must be provided DDA/ISS, who will consolidate the report for CIA.

3. OC-SSD/ICB will provide OC components with forms and STAT procedures to be followed in collecting this data.

Director of Communication/s

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23 April 1979

OFFICE OF COMMUNICATIONS NOTICE 

STAT

SUBJECT: Classification Procedures

REFERENCE:  Agency Information Security Program  
Handbook

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1. Effective 1 May 1979, the Information Control Branch, SSD will periodically review OC document classification and duration levels to ensure conformity with the classification categories of the Directorate of Administration Classification Guide (DACG). Documents not conforming to the DACG will be brought to the attention of the OC Executive Assistant for return to the classifying officer.

2. If the originator does not have classification authority, classification of the document becomes the responsibility of the originator's most immediate supervisor having classifying authority. Secretaries and clerks will not be delegated this responsibility. The limitations and procedures for the delegation of classification authority are contained in

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3. Classifiers are reminded that each guide item of the approved DACG constitutes an original classification decision; therefore, information which is derivatively classified using the DACG will be classified according to the predetermined level of classification assigned to the subject matter and for the duration specified.

4. Original classification authority will be exercised only if the information to be classified is not covered by the classification guide or drawn from a source document, as specified in

STAT

5. Information which requires classification, and the subject matter is not contained in the classification guide, should be brought to the attention of the Executive Assistant so that any omission from the DACG can be included in future updates.

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6. Office of Communications personnel having classification authority are to review [ ] and understand that they have sole responsibility for any classification they assign to a document.

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[ ]  
Director of Communications

Distribution: 3



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